

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 16.03.00
SUBJECT: SPECIALIZED UNITS
EFFECTIVE: JANUARY 1, 2001
REVIEW: 2002, 2003, 2004, 2005

1. POLICY. To provide members of the Beaverton Police Department who are currently assigned to a specialized unit, or who wish to pursue future assignment to a specialized unit, a written directive governing the operation of the unit. To set forth the operational procedure, personnel selection process, and the training requirements for each specialized unit.
2. DEFINITION. A specialized unit is a unit of sworn police officers directed toward or concentrating on a specific service to the public.
3. BPD SPECIALIZED UNITS. Members assigned to specialized units will abide by the stated chain of command in the BPD Organizational Chart and all Beaverton Police Department Policy and General Orders during the performance of their duties. All information pertaining to the experience, training, education, position period, and selection criteria required for each position are posted on the Beaverton Police Department "I" Drive, and all members of the agency have access to this information via interdepartmental network computers. The specialized units include the following:

A. BICYCLE UNIT.

- 1) Bicycle Patrol Officer. Persons assigned to this position are responsible for general and special assignment, utilizing bicycles as the means of transportation. It is recommended that officers wishing to be successful in this assignment should be in good physical condition. Officers must complete training specific to bicycle operation.

B. COMMUNITY RESOURCE TEAM (CRT).

- 1) COPPS (Community Oriented Policing and Problem Solving) Sergeant. Persons assigned to this position are responsible for supervising the School Resource Officers, the Patrol Resource Officers, and the Community Resource Officer. This position is also responsible for the planning and organization of both departmental and community special events.

Sergeants wishing to be successful in this assignment should develop knowledge in supervision, program and project management, planning, and budgeting. They should also continue education, attending training seminars and workshops to obtain information and develop skills not ordinarily obtained in routine police work. Organization abilities and advanced and diversified communication and writing skills are also a benefit in the assignment.

- 2) Community Resource Officer (CRO). Persons assigned to this position are responsible for establishing and maintaining a number of varied programs in the City through empowerment, problems solving, and citizen and community partnerships. Officers wishing to be successful in this assignment should possess or obtain specialized training that will enhance their ability for public presentations, have a basic knowledge of crime prevention, will be expected to participate in public education programs and community problem solving projects.
- 3) Patrol Resource Officer (PRO). Persons assigned to this position are responsible for facilitation of problem solving in an assigned district, working with the district officers and community to identify available resources that could be used to address crime and livability issues. Officers wishing to be successful in this assignment should have the ability to communicate effectively, think creatively, work as a team member, and demonstrate initiative in perceiving and dealing with problems.
- 4) School Resource Officer (SRO). Officers in this assignment perform classroom instruction of Drug Abuse Resistance Education, and are responsible for law enforcement and prevention activities while working within the schools in the City. SRO's may be called upon to work as a regular Uniform Police Officer. It is recommended that persons interested in this assignment develop communications and counseling skills and abilities, have a high degree of interest in working with children, have the dynamics to take charge in various situations, be able to develop and present lesson plans, and the ability to interact well with and be a positive role model for young people. It is recommended that officers wishing to pursue this assignment focus on expanding their knowledge relative to juveniles, family and social situations, not limited to criminal in nature.

C. DETECTIVE DIVISION.

- 1) Detective Sergeant. Persons assigned to this position are responsible for the supervision of the investigations unit. It includes case management, budgeting, statistical reporting, as well as the day-to-day supervision of detectives and the property control function. It is recommended that persons wishing to be successful in this assignment have advanced investigative and case management skills. They should also continue education to attend training seminars and workshops to obtain information and develop skills not ordinarily obtained in

routine police work. Advanced and diversified communications skills are also a benefit in the assignment.

- 2) Detective. Persons in this assignment are Police Officers assigned to the Criminal Investigation Division with primarily responsible for follow-up investigations of serious criminal activity occurring in the City. They may also be called upon to function as regular Uniform Patrol Officers. It is recommended that persons interested in this assignment develop experience in investigative skills, attend training seminars and workshops on specific investigative subjects, and develop skills not ordinarily obtained in routine police work. Advanced and diversified communication skills, and case management skills are also a benefit in this assignment.

D. K-9 UNIT.

- 1) Canine Officer. Persons assigned to this position are responsible for working with a canine partner in the patrol division. Officers wishing to be successful in this assignment should have a general knowledge and interest in dogs, have the ability to work as a team member, successfully complete canine handler training, and be able to care for a dog in both a work and home environment.

E. TRAFFIC SAFETY UNIT.

- 1) Traffic Sergeant. Sergeants assigned to this position are responsible for supervising the Traffic Safety unit, both traffic officers and traffic motor officers. The Sergeant assigned to this position will be expected to become properly certified and endorsed in motorcycle operations within one year of accepting the assignment.
- 2) Sergeants wishing to be successful in this assignment should develop knowledge in supervision, traffic law, program and project management, planning, and budgeting. They should also continue education, attending training seminars and workshops to obtain information and develop skills not ordinarily obtained in routine police work. Organization abilities and advanced and diversified communication and writing skills are also a benefit in the assignment.
- 3) Traffic Officer. The Officers assigned to these positions will be part of a team which will enforce traffic laws, investigate accidents, participate in engineering recommendations, make traffic accident prevention recommendations, educate the public on traffic safety, and track and target problem locations and violations. Officers wishing to be successful in this assignment should have a high level of interest in traffic enforcement, accident investigation and prevention, and be knowledgeable in traffic laws.

- 4) Traffic Officer/ Motors. The Officers assigned to these positions will be part of a team which will enforce traffic laws, investigate accidents, participate in engineering recommendations, make traffic accident prevention recommendations, educate the public on traffic safety, and track and target problem locations and violations. Officers wishing to be successful in this assignment should have a high level of interest in traffic enforcement, accident investigation and prevention, and be knowledgeable in traffic laws. Officers must also be skilled in the operation of a police size motorcycle. This assignment involves riding a motorcycle in inclement weather.

F. TRAINING DIVISION.

- 1) Training Sergeant. Persons assigned to this position are responsible for the supervision of the Senior Training Officer, Field Training Officers, Reserve Program, and the Training Assistant. The position includes active participation in all facets of training, recruiting, hiring, budgeting, equipment selection, inventory, and purchasing. The position will also act as backup Public Information Officer.

Sergeants wishing to be successful in this assignment should develop knowledge in training management, budgeting, computer technology and public speaking. They should also continue education, attending training seminars and workshops to obtain information and develop skills not ordinarily obtained in routine police work. They should take an active role in departmental and multi-agency instruction. They should be aware of the operations and functions of all departmental and inter-departmental specialized units. Organization abilities and advanced and diversified communication and writing skills are also a benefit in the assignment.

- 2) Canine Instructor. Officers assigned to this position are responsible for teaching canine teams in obedience, man-work, and tracking, with the objective of thinking creatively and safely in the application of canine training. It is recommended that officers wishing to be successful in this assignment have a high level of interest and experience in canine training, a willingness and ability to instruct others, and the ability to train canine teams to a level of street readiness.
- 3) Defensive Tactics Instructor. Persons assigned to this position are responsible for but not limited to teaching defensive tactics and related skills to experienced officers as well as new and reserve officers; check for proficiency; plan and conduct defense tactics and related skills training for the department. They may also assist with training in this area on a regional basis, as well as to the public. Officers wishing to be successful in this assignment should have a high level of interest in defense tactics, develop the skills necessary to effectively teach, use a collapsible baton and (OC) spray, be able to create role playing exercises, be able to work as a team member, be physically fit, and know basic defense tactics skills. Officers assigned to this position will be required to successfully complete a

Confrontational Simulation Instructors course, ASP Instructors course, an OC Aerosol Instructor's course, and become First Aid/CPR certified. Instructor development courses will be encouraged.

- 4) Emergency Vehicle Operations Course (EVOC) Instructor. Officers assigned to this position are responsible for but not limited to teaching Emergency Vehicle Operations and related skills to new officers and reserve officers, outgoing evaluation of officer proficiency, and planning and conducting EVOC training for the department. They may also assist with training in this area on a regional basis. Officers wishing to be successful in this assignment should have an interest in drivers training, have the ability to think creatively and safely in the application of drivers training, be willing to work as a member of a team, and develop the skills necessary to effectively teach Emergency Vehicle Operations. Officers assigned to this position will be required to successfully complete an Emergency Vehicle Operations Instructors course as required by D.P.S.S.T. and maintain state certification.
- 5) Field Training Officer (FTO). The officers assigned to this position act as training officers for newly hired or promoted employees, or employees in need of additional or special training. It is recommended that those interested in being successful in this assignment have a high level of interest in training, be motivated to teach, develop their communications and evaluation skills, stay updated on laws and regulations, and be a positive role model for other employees. Sworn officers should obtain training in the Field Training and Evaluation Program (F.T.E.P.) and attend Instructor Development courses.
- 6) Firearms Instructor. Officers assigned to this position are responsible for but not limited to teaching shooting and firearms skills to new officers and reserve officers, evaluating ongoing officer proficiency, plan and conduct firearms training for the department, and act as armorer for all department firearms. They may also assist with regional training. It is recommended that officers wishing to be successful in this assignment have a high level of interest in firearms and firearms training, develop the skills necessary to effectively teach, have a good general knowledge of weapons and nomenclature, be interested in officer safety, have the ability to work as a member of a team, and be able to think creatively and safely in tactical training. Officers assigned to this position will be required to successfully complete the NRA Firearms Instructors (or similar) course, the Smith & Wesson Armorers course and become First Aid/CPR certified. Instructor development courses will be encouraged.
- 7) Senior Training Officer. The person assigned to this position is responsible for assisting the training unit and Training Sergeant in the day-to-day operation of the Training Division and its related programs. This includes, but is not limited to the following programs: Field Training and Evaluation Program (FTEP); Firearms Program; Defense Tactics Program; Emergency Vehicle Operation (EVOC);

Cardio Pulmonary Resuscitation (CPR); Reserve Program; Background Investigations; and all other department related training programs. Officers wishing to be successful in this assignment should possess or obtain specialized training that will enhance their ability for classroom and “hands on” presentations; have a basic knowledge of applicable laws, ordinances and department General Orders; and be expected to develop training curriculum, writing appropriate lesson plans and participate in training activities.

4. **BPD VOLUNTEER SPECIALIZED UNITS.** These units are voluntary and there is no department pressure to be a member or to remain.

- A. HONOR GUARD. The officers assigned to this position act as members of an honor guard that represents the department at various functions including funerals, community events, and special ceremonies as directed by the Chief of Police. It is recommended that those interested in being members of this team have exemplary grooming habits, experience in military trained marching techniques, and be willing to maintain their equipment and uniform on their own time. Officers who accept this assignment must be willing to conform to a team approach and must possess an “esprit de corps” mentality. Members selected for this team should obtain training in military drill and ceremony.
- B. MOBILE RESPONSE TEAM (MRT). The MRT was formed to provide a high profile tactical response to deal effectively with civil unrest. The MRT member must be willing to withstand various elements of weather while standing, marching, or maneuvering for long periods of time. Must be able to function while wearing a protective gas mask and other protective equipment. Must possess the physical skills to properly use the 36” riot baton. Must be able to remain calm and steadfast in the face of hostile crowds, and to separate personal beliefs from duty assignment while deployed. Members have to respond immediately to lawful orders by squad and assistant squad leaders. The MRT member must maintain a positive mental attitude, and be a team player. Must remain physically fit. Members can be called out at any hour, will be exposed to smoke, chemical agents and risk exposure to thrown hazards such as rocks, bottles, blood and feces. Officers with a history of sustained citizen complaints will not be considered.

5. **OTHER INTERAGENCY LAW ENFORCEMENT SPECIALIZED UNITS INVOLVING MEMBERS OF THE BEAVERTON POLICE DEPARTMENT.**

- A. Washington County Critical Accident Reconstruction Team (CART). The officer assigned to this position will be a member of the inter-agency team that responds to serious accidents (and selected events where teams skills can contribute to the investigation) throughout the county and adjoining areas. To be successful in this position, officers should have a strong math background, have an interest in accident investigation and reconstruction, be computer literate, be able to work as a member of a team, and be available to call outs.

- B. Washington County Interagency Gang Enforcement Team (IGET). The I.G.E.T. Officer will work with the Inter-Agency Gang Enforcement Team in tracking, documenting, and sharing information on gang members. Officers assigned to this team must be able to communicate satisfactorily with diverse cultures and must be able to work as a team member.
- C. Hillsboro Hi-Tech Crime Team. The computer unit detective is assigned to an interagency computer crime team and is required to manage major computer crime related investigations and prepare cases for prosecution in both state and federal court.
- D. Washington County Hostage Negotiation Team (HNT). The Police officer assigned to this position will be a member of the inter-agency team that responds to hostage, barricade, and crisis intervention incidents. The ability to remain calm and analytical during extreme crisis is paramount. HNT members work as partners with Tactical Negotiation Team (TNT) members to resolve critical incidents that have gone beyond the normal logistical capabilities of patrol personnel. Officers must have shown, and continue to maintain, a satisfactory or above average work performance in their regular duty assignment. Members must be available for call out at any time. Members will receive 40hrs of basic, and 40hrs of advanced instruction in crisis negotiation. Annual conferences, tactical events and monthly training days are part of the continuing training requirement.
- E. Washington County Tactical Negotiation Team (TNT). The TNT officer will work with the inter-agency Tactical Negotiation Team in preventing or neutralizing high risk, volatile situations in an effort to insure officer and public safety. It is recommended that officers wishing to be successful in this assignment have a high level of interest in firearms, have a good general knowledge of weapons and nomenclature, have an interest in officer safety, have the ability to work as a member of a team, and be able to think creatively and safely in tactical situations.
- F. Portland Police Tri-Met Unit. The Beaverton Police Department will allocate two officers to the Tri-Met Transit Police Division. This is an interagency team designed to work in cooperation with Tri-Met to provide security for the West Side light rail and bus system.
- G. Washington County Westside Interagency Narcotics Team (WIN). The Beaverton Police Department will allocate one Sergeant and two officers to work with the Washington County Inter-Agency Narcotics Team. The WIN Team is primarily responsible for narcotic investigations and drug law enforcement.

The BPD Sergeant will serve as the unit supervisor of the WIN Team. The WIN Supervisor will also be responsible for the review of active case status and statistical reporting of unit activity. It is recommended that persons, both Sergeants and Officers, interested in this assignment have some experience in narcotics

investigations, be familiar with various types of narcotics, and attend training seminars and workshops to obtain information and develop skills not ordinarily obtained in routine police work. Advanced and diversified communication skills are also a benefit in this assignment, as well as organizational abilities and fiscal management skills.

Chief of Police

Date